

## PROGRAM REQUIREMENTS

For specific listings of required courses for the Health Information Technology, Medical Coding or Medical Transcription Programs, please call 405.4400.

## ACCREDITATION

Bishop State Community College is a part of the Alabama State College System and is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, certificates and short certificates.

This Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with the Council on Accreditation of the American Health Information Management Association.



### NONDISCRIMINATORY STATEMENT

The Alabama State Board of Education through the Alabama Department of Postsecondary Education proclaims nondiscriminatory practices in Alabama two-year institutions. It is the official policy of the Alabama Department of Postsecondary Education and Bishop State that no persons shall, on the basis of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.



*Success Starts Here.*

## STUDENT SERVICES AVAILABLE

Admissions.....(251) 405.4400  
Program Office.....(251) 405.4452  
Financial Aid / Veterans Affairs.....(251) 405.7015



BAKER-GAINES CENTRAL CAMPUS  
1365 Dr. Martin Luther King Jr. Avenue  
Mobile, AL 36603-5362

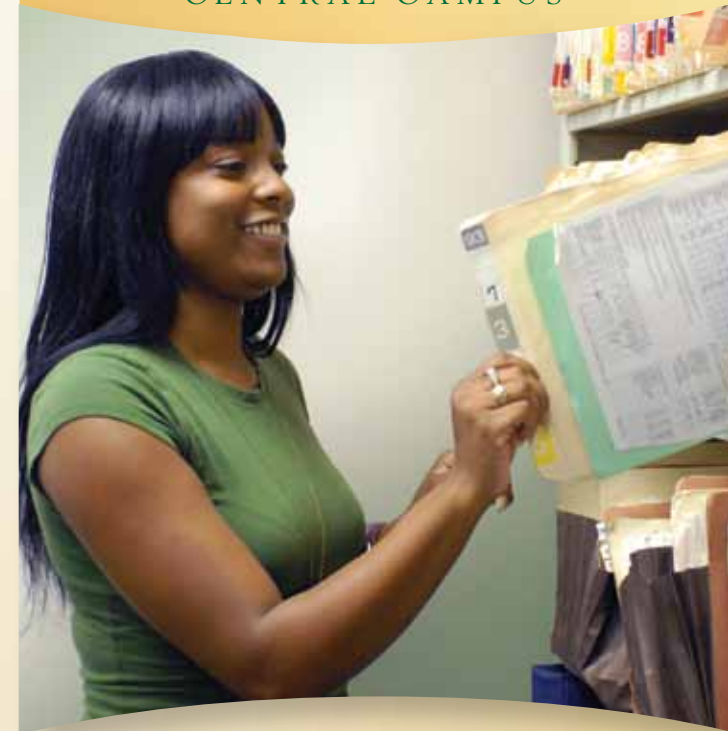
For information, call (251) 405.4400 local  
1 (800) 523.7235 (in-state long distance)  
or visit [www.bishop.edu](http://www.bishop.edu)

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# HEALTH INFORMATION TECHNOLOGY

MEDICAL CODING • MEDICAL TRANSCRIPTION

BAKER-GAINES  
CENTRAL CAMPUS



[www.bishop.edu](http://www.bishop.edu)

*A Member of the Alabama Community College System*

# HEALTH INFORMATION TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE

Health information professionals are the managers of vital medical data, which facilitates quality patient care. Health Information Technology is also known as medical records technology.

This program combines general education courses, health information courses and clinical experiences to enhance the relation of theory to practice. Upon completion, the student is eligible to take the national certification exam given by the American Health Information Management Association.

## MEDICAL CODING (MC) SHORT CERTIFICATE

Medical Coding is the transformation of verbal description of diseases, injuries and procedures into alphanumeric descriptions, which allow access to medical records by diagnosis and procedures for use in clinical care, research and education.

## MEDICAL TRANSCRIPTION (MTR) SHORT CERTIFICATE

The Medical Transcriptionist interprets and transcribes dictation by physicians and other health care professionals to document patient care and streamline delivery of health care services. NOTE: For this program, 35 wpm typing skills are required.

## ADMISSION REQUIREMENTS

Admission to the Health Information Technology Program is based on availability each semester.

Minimum requirements for consideration are:

1. Application to the College ([www.bishop.edu](http://www.bishop.edu)). All students must take the COMPASS entrance exam (required by the Alabama State Board of Education) or provide documented proof of exemption.
2. Completion of all required general education courses.
3. Application to the Health Information Technology Program.
4. Submission of official transcripts from all previously completed college courses.
5. Two letters of recommendation.
6. A personal interview (if required).

NOTE: Acceptance to the program will be made on a case-by-case basis.

For admissions criteria for Medical Coding and Medical Transcription programs, please visit [www.bishop.edu](http://www.bishop.edu).



## SPECIAL REQUIREMENTS

Students are responsible for transportation to clinical sites, which may include hospitals and ambulatory care and long-term care facilities in Mobile and outlying areas such as Fairhope, Mount Vernon and other sites in Alabama.

## FINANCIAL AID

A number of financial aid opportunities are available: Pell Grant, Veterans Benefits, Federal Supplemental Educational Opportunity Grant (FSEOG), Work Study and scholarships, including senior citizen scholarships. Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov).

## PROGRAM COSTS

Bishop State offers high quality instruction at an affordable cost. Tuition and fees are among the lowest in the state of Alabama.

## JOB OPPORTUNITIES

Employment of health information technicians, medical records specialists and medical transcriptionists is expected to increase much faster than the average for all occupations due to increased numbers of medical tests, treatments and procedures that will be performed as the population continues to age. Those that demonstrate a strong understanding of technology and computer software will be in particularly high demand.

Visit [www.bishop.edu](http://www.bishop.edu) for further information.